

# CAMP EASTMAN

## TORIGIAN FAMILY YMCA

# FAMILY HANDBOOK

### MISSION

The YMCA of Metro North builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body.

### VISION STATEMENT

The YMCA of Metro North, as a charitable community based organization with a commitment to service, will utilize its staff, volunteers and facilities to strengthen individuals, families and our community by providing quality social, recreational and educational experiences while promoting honesty, respect, caring and responsibility to all members of our community.

### LICENSING AUTHORITY

All camps must comply with regulations of the Massachusetts Department of Public Health, including Regulation *105 CMR 430.00 Minimum Standards for Recreational Camps for Children*, and be licensed by the local board of health. Camp Eastman is licensed by the Peabody Board of Health. According to the Massachusetts Department of Public Health regulation, parent/guardians may request information regarding background checks, health care and discipline policies as well as procedures for filing grievances.

### ACA ACCREDITATION

ACA Accreditation means that your child's camp cares enough to undergo a thorough (up to 300 standards) review of its operation — from staff qualifications and training to emergency management. American Camp Association collaborates with experts from the American Academy of Pediatrics, the American Red Cross, and other youth-serving agencies to assure that current practices at your child's camp reflect the most up-to-date, research-based standards in camp operation. Camps and ACA form a partnership that promotes growth and fun in an environment committed to safety.

## YMCA OF METRO NORTH



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# LEARN • GROW • THRIVE

## Welcome to YMCA of Metro North Summer Camps

We welcome you to Camp Eastman! We are delighted that you have chosen the YMCA of Metro North for your camper. We are committed to providing a safe and nurturing experience for your child. During summers' fleeting weeks, lifetime friendships are born, skills are honed, confidence is realized and tons of fun is part of every day. All of this and more define Camp Eastman.

Our programs are designed to provide each child with a variety of positive, healthy and engaging activities throughout each day. We hope to challenge your child/teen to try new things, to enjoy new physical and creative activities, and to create friendships and memories that will last a lifetime. We expect that your child will return home every day fulfilled, tired and probably a little dirty from exploring the outdoors!

This handbook is designed to assist you in better understanding the philosophy, policies and procedures for our camp programs. We encourage you to review this booklet with your child and retain it for future reference. If you have any questions or concerns, please feel free to talk to us. We are very much interested in your comments, questions and feedback regarding our program. If you still have questions regarding camp or would like to speak to someone please contact one of our professionals who would be happy to take the time to speak with you and your child. Together we can learn, share and improve the camp experience for all involved.

**Gregg Ellenberg:** YMCA of Metro North, Executive Director of Youth Development  
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**FAX NUMBER:** 978-531-1758  
**WEB:** [www.ymcametronorth.org](http://www.ymcametronorth.org)  
[cameastman@metronorthymca.org](mailto:cameastman@metronorthymca.org)

### CAMP ADMINISTRATION

Director .....	Katherine Brenna
Assistant Director   Health & Behavior Specialist .....	Mike Bernazzani
Program Director .....	
Preschool Programs .....	Megan Kaciqi
Creative Arts & Curriculum .....	Molly Cronin
Nature .....	Steven Maruzzi
Sports   Extended Day .....	Nick Kineip
Adventure   Archery .....	Mike Parrott
Teen Leaders & Service Learning .....	Steve Maruzzi
Billing & Registration.....	Kathleen Casey

# **GENERAL INFORMATION**

## **COMMITMENT TO SAFETY**

Our first priority is the safety of all children in our care. The campers' character, health and safety are of paramount concern at Camp Eastman. We ask for your cooperation in the enforcement of the rules we have set forth for the health and safety of each child, and in turn we pledge to you our diligence in maintaining best practices.

## **STAFF**

We consider the selection of our counselors to be our most important responsibility as directors. We select sensitive and enthusiastic individuals who are dedicated to working with children. We want you to realize how great a responsibility is assumed by the Camp Directors when a camper attends Camp Eastman. Our Staff are first in line to take the highest level of care for each camper in the absence of his/her actual family. We as Camp Directors gravely feel this responsibility, and have chosen conscientious Camp Eastman counselors who understand too.

Our staff is composed of a collection of great people who are also: parents; high school, undergraduate and graduate students; preschool, elementary, middle and high school teachers; college athletes, youth and high school coaches, musicians, mentors, volunteers, artists, and more! The success of our camp is about our ability to create a warm and caring community for both campers and staff.

Our staff undergo over 20 hours of mandatory trainings that involve an in depth examination of program policies, emergency procedures, group work, curriculum planning, behavior management, bully prevention, team building, service learning, character building and child development. Courses and Certifications in Safety, Child Abuse Prevention, CPR & AED and Basic First Aid are also mandatory.

## **THE HIRING PROCESS INCLUDES:**

- Written Application with work history
- Screening Interview
- Group Interview
- Best candidates may attend a second interview
- Full background check with CORI, SORI, National Sex Offender Registry
- Four Reference Checks
- Extensive Training

## **SUPERVISION OF CAMPERS**

Campers are directly supervised by camp staff and counselors at all times. Campers 4 to 6 years have a minimum 1:5 staff to camper ratio. Campers 7-13 years have a minimum 1:8 staff to camper ratio. Counselors take campers to the restrooms in groups of no less than three. A counselor will never be left alone with one camper. Teen Leaders will be able to move about camp without direct supervision. To dress for the swimming, counselors will accompany campers to the changing rooms (there are private stalls in each changing room).

## **WE ARE FOR YOUTH DEVELOPMENT, HEALTHY LIVING AND SOCIAL RESPONSIBILITY**

YMCA Day Camp offers children positive developmental experiences and encourages them to forge bonds with each other and with staff, building confidence through skill-building activities suited to their age. Children experience a sense of achievement through opportunities in the outdoors and are welcomed to a physically and emotionally safe and stimulating environment whether in a Y facility or at an outdoor day camp site or park. Day campers are able to explore creativity, teamwork and leadership in a wide range of physically active programs that influence lifelong healthy living. Day camp builds an interest in community with experiences in local and global cultures where campers gain an appreciation for others different from themselves. Today, Day Camp is more vital than ever, with an increased emphasis on child safety, summer learning traditions, personal values and social skills.

## **THE COMMUNITY**

The YMCA is not new to the role of advocate for America's children and families. The family, the school, and the neighborhood have always played a central role in the design and delivery of YMCA programs. Each YMCA assesses the needs of its community and responds with programs to meet those needs, helping to make the community a healthier, safer, and better place to live.

## **STATEMENT OF NON-DISCRIMINATION**

The YMCA does not discriminate in administration of its policies, programs, sports, and other childcare programs. The YMCA's policies are to provide opportunities to all people regardless of religion, race, sex, marital status, disability, cultural heritage, political beliefs, national origin, sexual orientation or inability to pay.

## **ACCESSIBILITY**

The YMCA believes that quality safe programs and childcare must be available to all who need it, not just to those who can afford it. YMCA of Metro North relies on donations to provide access to YMCA camp programs to all.

## **CHILDREN WITH SPECIAL NEEDS/DISABILITIES**

While we make all attempts to accommodate all campers, we realize that our camp may not be the best fit for every camper. If your child has a special need of any kind, we encourage you to share this information with us on the Health History Form and directly communicate it to the Camp Director so that we can work together to provide a positive experience for everyone. If such accommodations will cause undue financial burden on the YMCA, the parent will be notified in writing, which would include reasons for the decision. All campers, regardless of their needs, still must comply and are subject to our behavior management and termination policies.

## **PARENT INPUT AND COMMUNICATION**

We encourage new parents and campers to come to our Camp Open Houses or visit for a tour. Please check our Facebook pages and our website for the most up to date information. During the summer, we will post notices and send email updates to communicate important information such as changes due to the weather. Some counselors may hand out flyers; make sure to check your camper's backpack every day.

Your input is very important to us and is integral in our continued efforts to provide the highest quality camps. We value your comments and suggestions. Please feel free to contact your campers' counselor, unit leader, Camp Director or any Y staff if you have any concerns or pertinent input. The Camp Director can make arrangements for individual conferences with staff at your request. We want ALL children to have a rewarding experience at Camp Eastman.

## **COUNSELOR COMMUNICATIONS**

Camp staff communicate with each other utilizing push to talk (walkie talkie style) cell phones. These camp phones enable convenient and swift contact with every group for daily needs and emergencies.

Parents/guardians should not have or request camp staff personal cell phone numbers or connect with their personal social media pages or emails.

## **MEDIA, BOOKS, ELECTRONICS, TV, MOVIES**

Electronics and Media will only be provided by the camp for special projects, or on rainy days and must be approved by a camp administrator. Campers will not be allowed to play any electronic games at camp. There will be time allocated for summer reading.

## **FIELD TRIP TRANSPORTATION**

Some groups will leave camp and the YMCA for field trips, each trip will utilize 71 passenger school buses contracted with Healey Bus Company or North Reading Transportation. While on field trips, the trip leader will have emergency information of each child with them at all times. Counselors will also have their YMCA camp phones for communication and emergencies. Camper ratios are maintained on the buses.

## GETTING READY FOR CAMP

Campers should dress comfortably and ready for plenty of activity. Please do NOT send campers in clothes that are expected to remain clean.

## WHAT TO BRING TO CAMP

- Comfortable clothing for running and playing
- Footwear: Regular sneakers, NO open-toed shoes or sandals.
- Bag or backpack
- Sunscreen and hat/sunglasses
- Lunch, in insulated lunch box with an ice pack
- Snack, separated from Lunch
- Refillable Water Bottle
- Any medications, epi-pens, inhalers labelled
- Change of clothes for campers under 7 years
- Swimsuit & Towel, Poolside Footwear
- Goggles or Swim Caps are okay (and a plastic bag for wet clothes)

## WHAT TO EXPECT ON YOUR FIRST DAY

On the first day of each session, campers arrive and will be greeted by staff who will check them in and direct the camper to the assigned group to meet his/her counselors and campers. Each camp group, divided by age and gender are marked with signs. When dropping off campers, please do not leave the premises until we have confirmed registration and that the camper is in a supervised group. Once all of the campers are in their respective groups, counselors will lead get-to-know-you games and ice breakers as well as go over the group rules.

Each day, and especially Mondays, the camp meets for a morning assembly- a spirited meeting to get campers excited for the day! Here we go over the rules, sing songs, and make special announcements. Campers will be dismissed to normal camp schedules which includes many activities, both indoor and outdoor; from swimming, gym games, arts & crafts, nature and adventure and more. When campers report to the pool for the first time, they will be swim tested to determine if they can swim in the deep end, or require flotation devices. Lifeguards go over all the rules before the campers enter the pool.

Campers return to the groups home base for snack and lunch, and to connect. Throughout the remainder of the day, the campers will tour the campgrounds, and learn about what and where all the activities take place. As the summer progresses we will make a concerted effort to welcome new campers, and help them become acclimated.

The Camp Day ends with an afternoon assembly, here each group will recap their day, announce the coveted Camper of the Day award, and get ready for tomorrow's fun! Campers head back to the home base to be dismissed to a parent.

### Sample Camp Daily Schedule

**Every day at Camp Eastman is different, but this is a sample fun-filled day!**

<b>7:00am – 9:00am</b>	Before Camp Care	<b>12:00pm – 12:30pm</b>	LUNCH
<b>9:00am – 9:20am</b>	Campers arrive, Assembly	<b>12:30pm – 1:30pm</b>	Period 5, Nature
<b>9:20am – 10:00am</b>	Period 1, Arts & Crafts	<b>1:30pm – 2:30pm</b>	Period 6, Climbing
<b>10:00am – 10:40am</b>	Period 2, Fort Building, Snack Time	<b>2:30pm – 3:30pm</b>	Period 7, Soccer
<b>10:40am – 11:20am</b>	Period 3, Swimming	<b>3:30pm – 3:45pm</b>	Camp closing and awards
<b>11:20am – 12:00pm</b>	Period 4, Adventure	<b>3:45pm – 4:00pm</b>	Dismissal
		<b>4:00pm – 6:00pm</b>	After Camp Care

## **PERSONAL ITEMS AND CLOTHING**

### **THE YMCA IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED PERSONAL BELONGINGS.**

We strongly encourage all families to LABEL ALL OF YOUR CHILD'S BELONGINGS WITH HIS/HER FULL NAME. Please check the lost and found area frequently for misplaced personal belongings. We will make every effort to remind you and your camper to check the lost and found for your child's personal items. If your child brings home something that does not belong to him/her, please return it to the lost and found area or the camper to which it belongs. Any items which are not claimed will be donated to charity. Campers should not bring **any toys or items of any value** with them to the YMCA, as we cannot be responsible for these items. See section on Cell Phones.

### **FOOTWEAR**

Please wear sneakers to camp (especially ones that can get dirty), because lots of games involve running around. Sandals, flip flops, crocs or open-toed shoes are not allowed out at camp. Sandals or flip flops are allowed at the pool. There are activities that campers will not be allowed to participate in if they do not have proper footwear.

### **SUN | HEAT PROTECTION**

Parents are required to apply sunscreen (SPF 15 or greater) and lip balm to campers prior to program drop off. Campers must bring a labelled, non-medicated, waterproof sunscreen in the original container with them daily. Staff cannot apply sunscreen to campers, but will assist, remind and direct campers. Parents are encouraged to send a hat, protective clothing. The importance of sun protection and staff responsibilities are included in staff training. Camp cannot provide sunscreen. Campers and staff are not permitted to share sunscreen or apply sunscreen to each other. Parents are requested to show their camper how to apply sunscreen on areas exposed to the sun.

### **FOOD**

Campers are not allowed to share food with other campers. Campers are asked not to throw away any food so parents are aware of how much a camper has consumed each day. If they do not like the food packed for them, it is encouraged that they bring the food home and tell their family that they do not like the item. Campers will be encouraged to eat what parents have sent in but will not be forced to eat nor will they be deprived of food. We encourage campers to drink water throughout the day. Please pack extra food as a camp day is a very active day!

### **LUNCH**

All campers need to bring a healthy lunch, snack and drink every day. The lunch should be packed in a labeled, insulated lunch box with an ice pack to keep the food fresh. **LUNCHES CANNOT BE REFRIGERATED OR MICROWAVED.** Lunch time is a social rest time for campers to sit, relax and enjoy lunch together. Please do not pack glass bottles or containers. Campers cannot purchase lunch at camp or use the vending machine for a lunch substitute. Please pack utensils if the lunch or snack will require it. On a few select field trips campers will have the opportunity to purchase lunch. If a camper does not bring a lunch we will call home and ask that a lunch be brought to camp. If we need to provide a lunch in an emergency, there will be a charge for the cost of the lunch. Not sending a lunch more than two times at camp can affect the camper enrollment.

### **SNACK**

Please pack snacks separately from lunch, if your camper may confuse his/her lunch with a snack. Campers will have an opportunity during the camp day to buy a snack or drink at the vending machines.

## **WATER**

Campers should bring a labeled water bottle in a backpack. Hydration is especially important during the summer when campers are active and outside in the sun. They will be encouraged to drink plenty of water and refill water bottles throughout the day. There are water fountains throughout the YMCA.

## **HEPA: HEALTHY EATING AND PHYSICAL ACTIVITY HEALTHY LIVING**

The YMCA complies with YMCA national HEPA standards. As part of the YMCA's commitment to healthy living, we provide healthy vending options and ask that you send children with nutritious lunches. Soda and fast food are not allowed at camp. Please do not drop off food for child or group to share due to food allergies and our HEPA standards. (Birthdays, etc.)

## **ALLERGIES, EPI-PENS, AND INHALERS**

Parents/Guardians are responsible for notifying the Camp Director of all pertinent information regarding food allergies prior to child's admission in the program. Responding to allergy attacks and being sensitive to allergies is part of our camp training. Camper Health History Form at registration allows parents to share information about food allergies, reactions and medications that may treat them. If your child requires an epi-pen, you must provide a non-expired pen before they arrive to camp. Due to the increase in number of children who are nut-sensitive, we strongly discourage parents from sending snacks and lunches containing peanuts or nuts/oils. We cannot guarantee a nut-free environment. Staff will take precautions at mealtimes to insure that children with known food allergies do not have contact with an allergen. If a camper brings a lunch or snack containing a food that another camper has an allergy to, then the child with the allergen food will be separated from the camper with the allergy. Children who require inhalers should bring the inhaler to camp each day.

## **WHAT NOT TO BRING TO CAMP**

Electronics, Cell Phones, Computers, Tablets, Music or Gaming Devices; Weapons or Pocket knives or any other tools; Pets or animals; Drugs or Alcohol; Personal Sporting equipment. Campers, Parents, Visitors and Staff may not be under the influence of illegal drugs or alcohol while on camp property. Cash or other forms of money, Gum or Candy; Trading Cards or Toys, such as Pokémon or other types of cards or action figures. If an item from the aforementioned list is present, it will be taken to the office where a parent will need to retrieve it at dismissal. Camp admin will contact parents/guardians regarding the search and seizure of illegal weapons or substances that are suspected at camp; this is a matter of private agreements and expectations among the camp, its families and employees regarding our camps duty "in loco parentis". It is the policy of the Torigian Family YMCA to involve the police for all drug offenses.

## **CELL PHONES**

Cell Phone use at camp is prohibited for all staff and campers. If you need to reach your child at camp you can call the front desk at any time and ask for a camp administrator. If campers need to have a cell phone for when they get dismissed from camp, they can turn it into the office for the day until they are dismissed. The camp will have supervised safe cell phone zones for when campers need to use a cellphone. By not allowing cell phones at camp we aim to improve safety; increase campers' focus, independence, involvement and engagement; protect from cyber-bullying; and better initiate immediate conflict resolution; campers are more likely to seek an adult right away with an issue if they do not have a cell phone. The Y is not responsible for personal property.

## **RAINY DAY SCHEDULE ADJUSTMENTS**

Rainy days are the only days that we may show movies, if we are unable to otherwise provide more enriching activities safely. Regular camp activities will happen in the indoor gymnasium, studios, and classrooms as much as possible. If it is a light rain without thunder or lightening campers may still swim and play outside. Regular Camp Dismissal will be from the gym and/or youth center if it is raining or not safe outside.



## **SPECIAL EVENT SCHEDULE**

Special events will happen every week and will be based on the theme for the week, sometimes they involve camper performances for which parents may be invited. Sometimes they are campwide contests or activities. Check our newsletter, webpage, facebook page, and emails for the most up to date events!

## **RECREATIONAL SWIM**

The YMCA has been America's favorite swim lesson provider for over 100 years for toddlers, preschoolers, youth and adults. At Camp, we take swim time seriously; our camp counselors accompany campers to the pool in addition to the Lifeguards and Aquatic Staff to ensure safety for all. Each day the lifeguards review the rules of the pool before any camper gets wet! ONE HOUR OF FREE SWIM IS INCLUDED IN EVERY REGULAR CAMP DAY

Swimming is optional, but encouraged for all campers. Goggles are not required, but campers can bring his/her own. Swimmers will be supervised when changing in the locker rooms and facilities. Swimmers less than 48" tall may be required to wear a swim vest. Based on the child's swimming level, he/she may be restricted to certain areas of the pool during free swim. This is for the child's safety. To pass the Deep End Test, a camper must proficiently swim front crawl from the shallow end to deep end, full length without stopping or touching sides, demonstrating proper rotary breathing. A color-coded wristband must be worn each week. All pool rules are at the discretion of the lifeguards, regarding deep end swimmers, floatation devices, etc.

## **ADVENTURE DAY SCHEDULE**

Each week campers will have an opportunity to participate in an exciting Adventure Day at camp or away from the YMCA facilities at no added cost. Adventure Days are scheduled on Wednesdays and are subject to change due to weather, enrollment numbers, camper input, availability and or any unforeseen conflicts. We will provide any needed communications on Monday or Tuesday about the Adventure Day. All campers receive an official Camp Eastman camper tee shirt to wear on field trips. Field Trips typically depart the YMCA on a bus at 9:30am, and return by 3:30pm. In Camp Adventures usually occur from 10:00am to 1:00pm. For trips to Canobie Lake Park we may return after the regular 4:00pm camp dismissal time. We will proceed with a regular dismissal. Permission must be granted in writing to attend trips.

## **ARCHERY**

Only campers over age 7 may participate in archery under the direct supervision of Archery Trained Staff.

## **LOW ROPES**

All campers may participate in low ropes under the direct supervision of Project Adventure Low Ropes Trained Staff. Certain elements may be restricted to older campers, see the Local Operating Procedures.

## SERVICE LEARNING

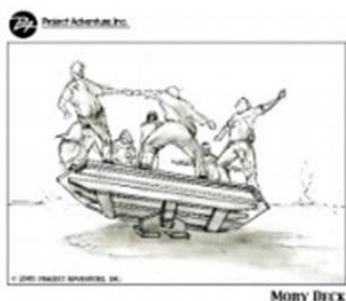
As a mission driven organization, we make Healthy Living, Youth Development and Social Responsibility a priority in our programming. There's a common tendency to confuse service-learning with volunteering or community service. It is important to note that service is but one component of service-learning. When meaningful service is combined with established learning objectives and organized ways for participants to think about and analyze what they are learning (reflection), then the service becomes a method of learning, or service-learning. Service learning is a deliberate process through which people of all ages and in all parts of the YMCA can develop skills, knowledge and civic awareness while making meaningful contributions to our community.

### SAMPLE THEME: HUNGER AND CANNED FOOD DRIVE

- Food waste bucket (lunch-awareness of how much food throwing away): Putting the food you would normally throw out into a clear bucket at lunch to show how much you are wasting. Talking about alternatives to throwing it away like saving it for later.
- Revisiting healthy eating: Reemphasizing the importance of healthy eating and nutrition and how it affects mood, energy, health, et cetera.
- Canned Food Drive: Teen Leaders organize a canned food drive and teach other campers about the importance of giving to food banks at all times of the year.

## BULLYING PREVENTION & TEAM BUILDING

Staff are trained in bully prevention in accordance with the Essex County District Attorney's Office. The Youth Development Coordinator works with all the counselors to build a positive and inclusive environment for all campers. Our anti-bullying programming includes but is not limited to bullying awareness, team building and self-esteem building. Since it is normal for campers to face challenging issues with one another at school or camp, we also work on developing the youths' conflict resolution skills, social awareness and communication skills. When conflicts arise we collect as much information about what is going on so we can work with both sides for the best resolution and future outcomes.



### Moby Deck



*Moby Deck is an adaptation of the popular Whale Watch element. A 12-foot octagonal-shaped planked deck is balanced on a center fulcrum. The platform can tip in every direction, requiring participants to work together to balance the deck without making contact with the ground.*



We utilize our low ropes course and team building activities to foster group cohesion, communication and comraderie while campers build confidence and have a great time using teamwork.

Our most popular low ropes challenge activities is the "Moby Deck". "Moby Deck" is one of the most truly universal events. The group must communicate, work together, and agree on a strategy to keep the platform level. More advanced option include balancing it and then the participants can switch sides or all sit down while still keeping it balanced. All activities conclude with a debriefing with the campers about the activities and they have the chance to express what worked and what did not, and the importance of listening when communicating.

# BEHAVIOR, DISCIPLINARY, ABUSE AND NEGLECT POLICIES

The YMCA of Metro North advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. The YMCA of Metro North's prime concern is the safety and well-being of the children. With this in mind, we have established basic behavioral guidelines for the protection and well-being of all the children in our program. We recognize that children want and need to know the behavioral guidelines, and that these guidelines will be consistently enforced. Our behavioral guidelines therefore are established with the children in a group setting. Guidelines will use positive language such as "we walk in the building" instead of "NO RUNNING." Children will be reminded often of the guidelines.

It is expected of all campers to act in a responsible manner at all times displaying respect, caring, and honesty to other campers and the YMCA staff. All behavior management methods are age appropriate. In case of dispute or conflict the staff will calmly attempt to resolve the situation, often times campers will be asked to remove themselves from the activity to calm down and reflect on his or her actions. If a staff member is unable to resolve the matter, administrative staff will be informed and help facilitate a resolution. Camp staff will review the rules and expectations of campers with them at camp. Failure to adhere to these expectations can/will result in termination or suspension from camp.

Discipline and guidance will be consistent and based upon an understanding of the individual needs and development of a child while maximizing the growth and development of the children and protecting the group and individuals within it. (Adapted from 105 CMR 430.191 (A)).

**PROHIBITIONS** as defined by the Massachusetts Department of Public Health **(105 CMR 430.191(B))**. The following methods will under no circumstance ever be employed:

1. Corporal punishment, including spanking, is prohibited;
2. No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
3. No camper shall be denied food or shelter as a form of punishment;
4. No child shall be punished for soiling, wetting or not using the toilet.

The following is what we teach our counselors: Effective supervision, not discipline, is the key to a happy and safe summer for the campers. Early intervention and awareness promotes positive resolutions to conflicts. Doing a good job as a counselor means that you must work as a team to ensure constant supervision of the campers. If the counselor is present and tuned in, then events which can lead to disciplinary action often do not occur.

## **CHILDREN'S RIGHTS: Staff are responsible for ensuring children:**

- Have a safe and reliable environment
- Have use of the equipment in functioning condition
- Have their ideas and feelings respected
- Have discipline that is fair, equal and respectful of them
- Have the opportunity to express their anger, frustration, disappointment, joy, etc., in an appropriate manner
- Have activities that allow participants to express their creative ability, as they explore and discover, while developing to their fullest potential
- Have an environment that offers a variety of choices; physical, gross motor, quiet, indoor, outdoor, active and passive areas, creative dramatic play, and exploring
- Have a right to voice their opinion on the rules and have input on activities offered
- Have staff members that care about them, enjoy being with them and help them grow

## **CHILDREN'S RESPONSIBILITIES**

- Learning to take consequences for their own actions
- Respecting the rules that are established for and by them during the program day
- Controlling their feelings so that their actions do not harm anyone
- Not willfully damaging any equipment or property in the building or anyone else's property
- Sharing equipment and facilities with all children in the program
- Remaining with a staff member at all times and checking with staff if they need to go to another area
- Being on time with their belongings for pick up at the end of the program day
- Dressing appropriately for indoor and outdoor play
- Returning materials and equipment to the place they found them before leaving the program or starting a new activity
- Participating in and carrying out an activity that they have committed themselves to
- Riding buses with proper behavior that does not distract the driver or cause a safety risk
- Using appropriate language at all times
- Notifying a staff person if they need help in dealing with a situation
- Walking in the building when moving from indoors to outside and vice-versa
- Respecting other children and staff in the program

## **SYSTEM OF BEHAVIOR MANAGEMENT**

- We encourage children to express feelings of anger or frustration in a verbal manner providing them with the language to use to solve disputes and problems on their own.
- We talk with the child about his/her inappropriate behavior and offer suggestions on how to deal with a problem in a positive manner.
- Children are invited to suggest alternative solutions and assist in implementing them.
- A child who needs to be temporarily removed from the group to regain control, or for safety of the children and staff, will be asked to sit quietly for a few minutes in a quiet area in sight of the staff.
- Staff will speak to children in a calm and positive manner and will encourage safe and appropriate behavior.
- Staff will work with individual children, keep a log as needed, and change schedules and groups as needed to provide for the best opportunity for children to understand the routines and expected behaviors.
- If misbehavior continues despite all attempts mentioned above, the parent will be notified. The parent, staff, and Director will then discuss the situation to try to resolve the problem.

## **REASONS FOR SUSPENSION CAN INCLUDE BUT ARE NOT LIMITED TO:**

- Fighting with other children.
- Excessive inappropriate language.
- Continued disrespect for program rules.
- Any physical attack on a staff member.
- Destruction of personal or YMCA property.

In a situation where a child's behavior is escalating to an unsafe level or is disrupting the group they may be required to be picked up early. Children may return the next day to try again. If the behavior continues a parent conference will be held where the staff, parent and directors will create a behavior plan for that child. If the behavior continues or after excessive suspensions, a second parent conference will be requested to discuss if the program can refer that child for additional services or if the program can continue to meet the needs of the child and to create a plan for return. A Plan for Return may, for example, include that the family must seek psychological and/or medical testing for the child prior to being able to return to the program.

## **REFERRAL PLAN**

If the staff is concerned about a child who shows signs of a need for social services, the staff will notify the Camp/Program Director. Together, they will follow these referral procedures:

- Record and document observations of child's behavior
- Review the child's file
- Director and staff will meet with parent or guardian to discuss concerns - meeting will be documented
- Provide a current list of referral resources in the community
- Referrals and results are documented in referral log that becomes part of child's file

**NOTE:** If a child is threatening suicide or showing suicidal tendencies, staff will respond immediately by contacting the Suicide Hotline.

## **PREVENTION OF & REPORTING CHILD ABUSE OR NEGLECT**

All camp staff are required to attend and pass a training to detect the signs of potential abuse and neglect and a training on "Appropriate Touch".

### **REPORTING PROCEDURE:**

1. All staff shall immediately report any suspected child abuse or neglect at camp or outside of camp. The report shall be made either to the Massachusetts Department of Children and Families or to the camp director or other designated Y administrator.
2. The camp director or other designee will immediately report suspected abuse or neglect to the Massachusetts Department of Children and Families.
3. The camp director or other designee shall notify the board of health if a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. The 51A report itself shall not be forwarded to the Board of Health.
4. The YMCA shall cooperate in all official investigations of abuse and neglect alleged to have occurred at the camp, including identifying parents of campers currently or previously enrolled in the camp who may have been in contact with the subject of the investigation.
5. The YMCA shall ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Children and Families investigation is completed.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, the YMCA staff and volunteers will be sensitive to each person's needs for personal space. We encourage age appropriate touch (i.e. high five, holding a toddlers hand, a pat on the shoulder) that helps children develop feelings of trust, security, and self-esteem; however at the same time the camp prohibits inappropriate touch that exploits a child or touch initiated by an adult for the adult's gratification or other means of sexually exploiting children. To ensure that abuse does not occur at the YMCA, no staff member is to be alone with a child.

In order to ensure the highest level of safety and the ultimate well-being of all our campers, we need the help of all staff, parents and the community. Please read below the expectations set forth for all our staff and volunteers and please notify us immediately if you see any breaches in the Y code of conduct by our staff or volunteers. Please notify us of any concerns, even if you think they are minor.

# CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS

1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by other staff or volunteers. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised. (Unless as specified in the family handbook for the oldest campers movement around camp).
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including but not limited to:
  - physical abuse – strike, spank, shake, slap;
  - verbal abuse – humiliate, degrade, threaten;
  - sexual abuse – inappropriate touch or verbal exchange;
  - mental abuse – shaming, withholding love, cruelty;
  - neglect – withholding food, water, basic care, etc.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff will respond to children with respect and consideration and will treat all children equally regardless of sex, race, religion, culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat, and appropriately attired. As a youth serving agency, whose staff are viewed as role models for children, tattoos and piercings are discouraged. The YMCA has the right to ask to have any tattoos covered or jewelry removed while the employee is working.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. All YMCA facilities and properties are smoke free. Use of any tobacco product in YMCA buildings or on YMCA properties is never permissible. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval. This also includes face to face contact as well as electronic contact such as phone calls, text messages, e-mails or any other possible electronic means. Staff must not request, or accept any request by a YMCA program participant under the age of 18, to become a friend as part of a personal web page (Facebook, MySpace, etc.)
19. Staff may not transport children in personal vehicles not contracted through the YMCA.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Personal visits by friends, relatives and others is permitted in appropriate areas during breaks or lunch periods, but not during regular work time as your full attention needs to be focused on job responsibilities.
23. YMCA facilities are to be used solely for YMCA generated activities and programs; they are not for private gain or usage. You must not accept remuneration directly from members or participants in exchange for services performed in the course of employment, or for services rendered on the grounds or in the buildings/program sites of the YMCA.
24. As a general rule staff should not accept gratuities or gifts from members or participants, though during the Holiday Season, small gifts from participants are acceptable. If you are given a gift from a member or participant, you must report it immediately to your supervisor, who will determine what you should do with the gift.
25. Parental permission must be given to take photos of YMCA program participants. The use of personal cell phones to photograph participants or members is strictly prohibited.
26. Personal electronic devices such as cell phones, MP3 players and any other similar equipment are not to be used at any time while on duty, unless the use is specifically for YMCA business. Further, during your working hours, your cell phone, etc. should be turned off and not be attached to your person via a belt clip or any other method. This could pose a safety hazard especially if you are working with children.
27. If you choose to post a personal Website, to participate in Web-groups or Blogs, please note the following policies:
  - The use of photos, logos or images of the YMCA or its programs is prohibited. If you use the YMCA name, (including names of camps or other programs in any such communication, you should be especially careful to support and not to harm or ridicule the YMCA's image or mission.
  - Staff must uphold the YMCA's value of respect for the individual and avoid making defamatory statements about YMCA employees, members/participants, clients, partners, affiliates and others, including competitors.
  - Make it clear to readers that the views expressed are yours alone and they do not necessarily reflect the views of the YMCA.
  - Do not disclose any information that is confidential or proprietary to the YMCA or to any third party that has disclosed information to the YMCA. Consult the confidentiality policy for guidance about what constitutes confidential information.
  - Staff should promote the core values of caring, honesty, respect, and responsibility in their speech and behavior at the YMCA, with the community and in any public forum.
28. If you observe any inappropriate behavior, or are made aware of violations of the Code of Conduct, you must report it to your supervisor immediately.
29. Staff and volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

# HEALTH INFORMATION

State and Local Health regulations require that each camper submit a complete Health Record to include:

- Health History Form signed by the parent/guardian
- Certificate of Immunization (or Vaccine Administration Record) signed by a licensed health care provider that includes evidence of the following vaccines:
- Measles, Mumps and Rubella (MMR)
- Polio (IPV or OPV)
- Diphtheria and Tetanus Toxoids and Pertussis (DTaP/DTB/DT or Td)
- Hepatitis B and/or evidence of immunity
- A recent physical examination signed by a licensed health care provider.

Campers cannot attend camp and we cannot send out the confirmation packet without this information. There are religious exemptions, but the YMCA will require documentation to verify the exemption. A complete copy of the Health Care Policy is available upon request. Parents are required to list any special limitations or concerns including dietary restrictions, allergies, chronic health conditions and/or behavior disorders on the child's Health History Form. This information will only be made available to camp staff and will be used to ensure your child has a safe summer. No child known to be suffering from a communicable form of tuberculosis is allowed to attend our camps or any recreational camp in Massachusetts.

## HEALTH CARE STAFF

In accordance with **Massachusetts Department of Public Health Minimum Standards for Recreational Camps for Children 430.159** our camps have health care consultants—a licensed physician, nurse practitioner or physician assistant with pediatric training—that oversee our health care policies and staff training in addition to being available for consultation.

(A) A designated Massachusetts licensed physician, nurse practitioner or physician assistant with pediatric training is the camp's health care consultant. The consultant shall: (1) Assist in the development of the camp's health care policy as described in 105 CMR 430.159

(B) (2) Review and approve the policy initially and at least annually thereafter; (3) Approve any changes in the policy; (4) Review and approve the first aid training of staff; (5) Be available for consultation at all times; and (6) Develop and sign written orders to be followed by the on-site camp health supervisor in the administration of his/her health related duties.

(C) A health supervisor is defined as someone who is at least 18 years of age and is present at the camp at all times. The health supervisor shall be a Massachusetts licensed physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, or other person specially trained in first aid. First aid training shall mean at least current certification in American Red Cross Standard First Aid, or its equivalent and CPR/AED.

## MILDLY ILL CAMPERS

All children are continuously exposed to germs. Campers and staff are encouraged to properly wash and dry hands. Everyone is required to wash hands before eating and after toileting (or diapering). Time for hand washing is allowed. However if during the day a child should become mildly ill the YMCA will provide a quiet area for the child to rest. The Camp Office Facility area will be used to keep the camper comfortable with a mat and is away from the other children. Parents will be notified and to discuss dismissing the child or allowing rest away from the group.

Parents are asked not to knowingly send a camper to camp if s/he is sick or contagious. If a child becomes ill—vomiting or a fever—during camp, the child will be isolated. The parents or emergency contacts will be called immediately to dismiss the ill child. Parents are asked to keep an ill child from returning to the program until the child has had a full 24 hours without vomiting or a fever.

Children do NOT need to be excluded for other minor illnesses, unless (a) they are too sick to participate comfortably in program activities; (b) they need more care than the staffing level allows; or (c) they are unusually lethargic, irritable, cry persistently, have difficulty breathing or show other signs of possible severe illness.



## **INFECTION CONTROL**

Camps at the YMCA have measures in place to prevent the spread of communicable diseases. We follow exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control and Department of Public Health. Procedures do include the notification of all parents in accordance with Department of Public Health recommendation.

## **FIRST AID**

Only staff that is certified in First Aid and/or CPR/AED through the American Red Cross or American Heart Association will perform First Aid and/or CPR/AED on a child. Documentation of First Aid must be entered in the Medical Log. A portable First Aid kit will be carried with staff anytime children are out of the building or off the property. Staff will not perform First Aid beyond the certified knowledge. Questions regarding treatment will be discussed with the Health Care Supervisor and Health Care Consultant. All camp staff are required to be certified in First Aid and CPR/AED.

## **ALLERGIES / CHRONIC HEALTH CONDITIONS**

Each enrollment application allows for parents to list and describe any allergies, chronic health conditions, or other medical, physical, or emotional conditions a camper may have. Some parents may be nervous when including this information for fear that the camper may be labeled or treated differently; please know that this information will be kept confidential and will only be used to better serve your child. Counselors will be informed of any conditions that would be necessary to keep your child safe. If a camper has an allergic reaction and has an epi-pen we will consider administration of Epinephrine if swelling, breathing or swallowing is difficult. Staff will follow training as outlined in the Health Care Policy.

## **ILLNESS OR EMERGENCY**

If a child becomes ill, is vomiting, or has a fever during camp; the child will be isolated from other campers. The parents or emergency contacts will be called immediately to come and pick up the ill child and 911 may be called depending on the situation. Parents are asked to keep an ill child from returning to camp until the child has had a full 24 hours without vomiting or a fever. If a child is sent home for a possible infection the parents may be asked to seek medical advice and the child will not be allowed to return to the center unless accompanied by a doctor's note clearing the child to return to the program. The program reserves the right to contact the physician to ask pertinent questions if there is reason to be concerned with the well-being of the staff and children in the program.

In the event a child is injured or requires further assistance from medical personnel and the parents and/or emergency contacts cannot be reached, the program will transport the child by ambulance to the nearest medical care facility at the discretion of the Paramedics. A cell phone will accompany staff on all field trips and the same procedures will be followed as stated above.

## **MEDICAL EXCLUSION OF CHILDREN FROM THE PROGRAM**

A child with any of the following signs and symptoms will be excluded from the camp until such a time as the child no longer has the signs/symptoms, and/or a doctor's note has been presented.

**SIGNS OF DEHYDRATION:** dark yellow urine; decreased frequency of urination, dry mouth, thirst, decreased activity, or lethargy.

**A DIAGNOSED CONTAGIOUS ILLNESS:**

**ABDOMINAL PAIN:**

**DIFFICULTY IN BREATHING:**

**FEVER:** 100 degrees or more or accompanied by a stiff neck, lethargy, irritability, or persistent crying.

**CHICKEN POX:** for five days after the onset of the rash or when all lesions have dried and crusted, whichever is later.

**DIARRHEA:** (More than the child's normal number of stools, with increased stool water or decreased form) that is not contained by diapers or controlled by toilet use, or stools that contain blood and/or mucus.

**HEAD LICE:** Excluded until 24 hours after treatment was begun. If you find that your child has head lice, please notify us so that preventative measures can be taken.

**HEPATITIS A VIRUS INFECTION:** Excluded for one week after onset of illness and jaundice (if any) has disappeared or until immune serum globulin has been administered to appropriate children and staff in the program within two weeks of exposure, as directed by the health department.

**IMPETIGO:** Excluded until 24 hours after treatment was begun.

**INTESTINAL TRACT DISEASES, INFECTIOUS DIARRHEAL DISEASES:** (Giardia, Shigella, Salmonella, Campylobacter): Children or staff who have uncontrolled diarrhea while attending child care must be removed from the program; children or staff who have uncontrolled diarrhea with fever or vomiting should be kept home until the fever and diarrhea are gone and there is documentation of three negative stool samples. Children or staff who have mild diarrhea without vomiting or fever may come to the program if special precautions are followed.

**MEASLES:** Excluded for four days after the rash appears.

**MOUTH SORES:** in a child who cannot control his or her saliva, unless the child's physician or local health department states the child is noninfectious.

**MUMPS:** for 9 days after onset of gland swelling.

**PERTUSSIS:** until 5 days of appropriate antibiotic therapy has been completed.

**PINWORM:** for 24 hours after treatment was begun.

**UNDIAGNOSED CONJUNCTIVITIS:** (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and eye pain or redness of the eyelids or skin surrounding the eye), for 24 hours after treatment has begun.

**RASH:** with fever or behavior change, until a physician has determined that the illness is not a communicable disease.

**RINGWORM:** until after treatment is begun.

**RUBELLA:** for 7 days after the rash appears

**SCABIES:** until after treatment has been completed.

**STREP THROAT:** for 24 hours after treatment has begun and the child has had a normal temperature for 24 hours.

**TUBERCULOSIS:** until the child's physician or local health department authority states the child is noninfectious.

**VOMITING:** on two separate occasions within the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

**If a child is experiencing influenza Symptoms (Fever ,cough, sore throat, and some times body aches, Headache, chills, Vomiting and diarrhea), keep child home for 24 hours after symptoms start or until your child is completely well for a full day, whichever is longer.)**

#### **Children do not need to be excluded for other minor illnesses unless:**

They are too sick to participate comfortably in program activities

They need more care than the staffing level allows.

They have unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness.

#### **ADMINISTRATION OF MEDICATION**

The YMCA of Metro North cannot administer prescription or non-prescription medication to a child without prior written parental authorization. In all cases parents must fill out an Authorization for Medication. Staff will document any medication that is administered, including the time and date of each administration, the dosage, the name of the staff member and the name of the child. The YMCA CANNOT administer medication contrary to the instructions on the original container without written and signed instructions from the prescribing physician. The Health Care Supervisor shall administer all medications, except inhalers. With written authorization by a parent, the child may be permitted to administer his/her own medication under the supervision of staff member. With written parental consent and authorization of a physician, campers who have asthma may carry his/her own inhalers and use them as needed, without the direct supervision of a staff member. Diabetic children who are capable of self-monitoring/injection must have written approval from parent/guardian and physician (as well as Health Care Consultant for DPH camps). Blood monitoring/injection activities must take place in the presence of the Health Care Supervisor. Program will dispose of needles/syringes in accordance with 105CMR480.000.

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter and non-prescription medications for campers shall be kept in the original containers containing the original label and shall include the directions for use. When no longer needed, medications shall be returned to a parent or guardian whenever possible. If the medication cannot be returned, it shall be destroyed.

***What is meningococcal disease?***

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the "meninges") that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. In the US, about 1,000-3,000 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 11-19% may lose limbs, become deaf, have problems with their nervous system, become mentally retarded, or have seizures or strokes.

***How is meningococcal disease spread?***

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person's saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

***Who is at most risk for getting meningococcal disease?***

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or terminal complement component deficiency (an inherited immune disorder) are at risk. People who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease.

***Are camp attendees at increased risk for meningococcal disease?***

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

***Is there a vaccine against meningococcal disease?***

There are currently 2 types of vaccines available in the US that protect against 4 of the most common of the 13 serogroups (subgroups) of *N. meningitidis* that cause serious disease. Meningococcal polysaccharide vaccine is approved for use in those 2 years of age and older. There are 2 licensed meningococcal conjugate vaccines. Menactra® is approved for use in those 9 months – 55 years of age. Menveo® is approved for use in those 2 to 55 years of age. Meningococcal vaccines are thought to provide protection for approximately 5 years.

***Should my child receive meningococcal vaccine?***

Meningococcal vaccine is **not** recommended for attendance at camps. However, this vaccine is recommended for certain age groups; contact your child's health care provider. In addition, parents of children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child's healthcare provider.

***How can I protect my child from getting meningococcal disease?***

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don't have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or toll-free at (888) 658-2850 or on the MDPH website at [www.mass.gov/dph](http://www.mass.gov/dph).

## CONFIDENTIALITY OF RECORDS

All information contained in children's records is privileged and confidential and cannot be released without written parental consent. Authorized representatives from the appropriate licensing agency (Department of Public Health) have the right and responsibility to review all records related to the appropriate camp/program upon request.

## IMPORTANT

**If you've indicated that your camper needs an inhaler or an Epi-pen he/she CANNOT come to camp without it!**



**CHECK expiration dates -- We cannot accept expired medications.**

**Any camper coming to camp with a prescription Epi-pen® or inhaler must bring two (2) of either, one for the Health Care Supervisor and one to travel with the camper/counselor.**

# TUITION | ENROLLMENT POLICIES

**\* Please note – we cannot accept children at Camp unless we have all required documents with valid consents, information and immunizations.**

## **MEMBERSHIP**

In order to receive the Youth Member or Family Member rate, the membership must be active at the time of registration and through the duration of all enrolled camper weeks.

## **REGISTRATION CHANGES**

If you need to change your registration information concerning your information or your child's registration form, please use a "camper change form" (i.e. Change in pick-up authorization, addresses, work or home phone numbers, emergency contacts, etc.) available at the Camp Office or on our Parent Site.

## **DEPOSITS**

There is a \$25.00 non-refundable and non-transferable deposit per week due at the time of registration. The deposit is applied toward the tuition fee for each session. The balance of each session is due no later than one week before that session begins.

## **EMERGENCY CAMPER CARE**

If you need morning or afternoon camper care for one day, the rate is \$10 for each day and it must be approved by the Camp Registrar.

## **ACCESS (FINANCIAL ASSISTANCE)**

In order to qualify for YMCA Access, an applicant must complete STEP ONE and STEP TWO on the Camp Access form and provide all the required supporting documents. YMCA Access will be determined on a case by case basis.

## **LATE PAYMENTS**

Each week must be paid in its entirety by the payment due date. A fee of \$15 per week per child will be added for all late payments. Children will not be admitted to camp until payment has been received.

## **ATTENDANCE POLICY**

Parents must notify camp in writing if a camper will not be attending by sending in a camper change form in advance. If your child does not attend on a day they are scheduled, you are still required to pay tuition fees for those days. Email absence notices to [campeastman@metronorthymca.org](mailto:campeastman@metronorthymca.org).

## **CANCELLATIONS AND REFUNDS**

Cancellations for a particular session must be made in writing using the "Camper Change Form" 14 days before that session begins. A program credit will be issued for cancellations less deposits. Refunds on tuition and exceptions to the 14 day cancellation rule are made only for serious/significant medical reasons and with the Camp Director's and Branch Executive Director's approval. A written notice from a physician may be required. There will be no refund for missed fieldtrips or nonattendance.

## **BOUNCED CHECK OR BANK-DRAFT**

The YMCA of Metro North will administer a \$20.00 fee to a family's account in the event of a returned check or bank-draft.

## **COLLECTIONS**

The YMCA of Metro North reserves the right to refer any accounts more than 30 days past due to a collection agency for further collective action.

## **TEMPORARY CLOSINGS**

Substitutions or refunds of days cannot be made for temporary closings of camp due to weather conditions, or loss of power, heat, or water.



## **LATE PICK-UP POLICY**

Camp Eastman closes at **6:00pm**. In the event camp must close because of an environmental or facility emergency, parents will be notified with as much notice as possible. We will designate an appropriate closing time and communicate to all parents. All camp staff schedules revolve around the above closing times. In the event a child is not picked up by 6:00pm parents will be charged \$8.00 for each ten minute period or part of after 6:00pm. If after **60 minutes** from the designated closing time the camper has not been picked up a maximum of \$48 per child will be charged to the family's account and the **Department of Children and Families may be notified**, and a 51A report will be filed against the parent(s)/guardian(s) for child abandonment. All late fees charged will be added to your family's account and must be paid within **5 days of accrual**. If parents are sending another authorized person to pick up the camper, and the authorized person is late to pick up a camper, late fees will still be charged and will be the responsibility of the parents. If a child is not registered in after-camp care and is picked up after 4:00pm or if a parent is late then the same late fees will apply. After two late pick-ups, the program will give the parent/guardian written notice that they are in danger of losing a spot after the next late pick-up. A copy of the notice will be placed in the child's file. After the third late pick-up the child/family will be terminated from the program immediately. Please make sure that you inform anyone that has been authorized to pick-up your child of the late fee and pick-up policies.

## **SUSPENSION POLICY AND/OR TERMINATION POLICY**

The YMCA of Metro North reserves the right to terminate camp services with a one-week advance notice to families. When the health, welfare and safety of other children and staff are at stake, the **YMCA reserves the right to terminate childcare services immediately without advance notice**. In all cases the YMCA will attempt to work with the camper and family before a suspension or termination is issued and is used as a last resort. In most cases a parent child conference will take place prior to the suspension or termination. In the event camp services are to be suspended or terminated a written statement will be issued to the parent, explaining the reasons for termination or suspension. If a child is suspended or terminated from the program all attempts will be made to prepare that child in a manner, which is consistent with the child's ability to understand. Other possible reasons for termination of a family from a YMCA program include but are not limited to: inappropriate behavior on the part of a parent or family member, considered being harmful or threatening to your child, staff, members, campers, chronic absenteeism of the child with no valid excuse, after three late pick-ups and other reasons as determined and discussed with the Administrative staff of the camp. Refunds or credits WILL NOT be issued in the event of a suspension or termination.

# CAMP EASTMAN

## TRANSPORTATION POLICIES, TRAFFIC CONTROL AND ARRIVAL/DEPARTURE



### TRAFFIC | PARKING LOT

5 MPH speed limit. Cars need to follow the arrows and park in a designated spot. There will be staff in the parking lot directing traffic. For everyone's safety, please cooperate with the staff's directions. Be mindful of other cars when idling your car. All Parents, Staff and Campers must park personal vehicles in designated parking spots at the YMCA.

### VEHICLES ON THE CAMP PROPERTY OTHER THAN THE PARKING LOT

Vehicles brought on to the camp grounds for maintenance details will only be done with the consent of the Camp Director or Branch Director and will be driven no more than 5 mph. All staff must keep campers away from maintenance vehicles.

### RELEASE OF CAMPERS | PICK-UP PROCEDURES

The YMCA staff can only release a child to a person who is authorized by the sponsor parent in writing and who has presented proper identification. Campers are released after staff check an ID and pick-up pass.

### PICK-UP AUTHORIZATION

All individuals that you authorize to dismiss your child from the camp should be identified on the application prior to the child's enrollment in the program. If a child is to be picked up by someone other than an authorized person, the camp must be notified in writing. A verbal consent **WILL NOT BE TAKEN OVER THE PHONE**. For your child's safety, we will not allow your child to leave the site with an unauthorized person.

**PHOTO IDENTIFICATION IS REQUIRED** for any persons picking up a child at all times, even parents! Please let us know if there are any custody issues. You will receive 6 pick-up passes. These passes should be filled out, signed and given to the individuals who will be picking up your child. When picking up at camp all persons, **INCLUDING PARENTS**, must show a valid photo ID along with the pick-up pass. In cases involving custody disputes, staff cannot deny a listed parent access to a camper without a court order stating so. Even with a court order, staff approached by a non-custodial parent will contact the custodial parent immediately and notify the police should an attempted contact occur. Staff cannot place themselves in jeopardy by mediating disputes or attempting to enforce a court order.



## **FIRST DAY ARRIVAL**

Please be aware that the first day of each session, check-in will take longer than normal as staff will make sure that your child is properly registered and that all paperwork and health forms are completed. We thank you for your patience to kick off our summer!

## **BEFORE CAMP CARE ARRIVAL**

The children need to be walked to the designated drop-off area and signed in with an administrator/staff between 7:00am and 8:50am. At 8:50am all before care campers will go to the camper group meeting areas.

## **REGULAR CAMP ARRIVAL**

Parents/guardians dropping children off for the official start of camp (9:00 am) need to follow the arrows as the parking lot traffic flow is one-way and park in a designated space. Children report to camp groups.

All campers should be on site and with assigned groups no later than 9:10 am. Attendance is taken in the morning and turned in to the camp office at 9:15am. If your child arrives after that time you must sign your child in at the camp administration office and they will be escorted to camp groups. Absent Campers are verified with a parent over the phone.

**DO NOT** drop your child off at the front door of the YMCA or in the parking lot, as the YMCA CANNOT ensure safety and/or be responsible for campers until they are checked in at the program. If the program observes a child continually being dropped off early or left on their own, we are required by law to contact the Department of Children & Families to file a 51A for child neglect.

## **ABSENT CAMPERS**

Children who are registered and on the camp roster but fail to arrive to a group for a given day, are listed on daily group absentee slips; slips are given to a Camp Administrator at Opening prior to Period 1. The Absent lists are checked against the call log, and other absence reports. If absence hasn't been previously and appropriately communicated then verification is made over the phone by Camp Admin.

## **CAMPERS ARRIVING TO CAMP NOT REGISTERED**

Children who arrive at camp without having registered and without prior notification will not be admitted. All campers must complete a registration packet, which includes immunization record, parent permissions, health history, and payment, etc. Campers arrive unregistered will be directed to the Camp Registrar if space is available.

## **EARLY CAMP DEPARTURE**

The camp office must be notified in advance of anyone coming to pick-up a child before regular dismissal. We will bring the campers to the front desk to meet and confirm authorized pick-up.

## **REGULAR CAMP DEPARTURE**

Pick up starts at 3:45pm. All campers will be dismissed in the camp drop off/pick-up area. Please be patient so we can make sure we safely dismiss every camper. A Camp Eastman administrator will supervise the pick-up process and direct traffic during the period of 3:45 pm to 4:00 pm. Authorized pick-up people should park and walk over to the pick-up point. Groups will be brought down to the pick-up areas with counselors, asked to sit (even if a pick-up person is present) and then released only to authorized individuals.

## **CAMPER CARE**

Morning Camp Care and Afternoon Camp Care will take place at the outdoor campgrounds where campers will be divided by age as staff ratios dictate. During camper care there will be supervised choice activities.

**AFTER CAMP CARE**

When picking up between 4:00pm and 6:00pm for children enrolled in the After Camp Care, please follow the arrows and park in a designated space. There is NO PARKING along the fence at the main entrance of the building. This is a fire/bus lane and needs to remain clear for authorized vehicles. Parents need to sign out campers in the extended program with a staff person.

**RAINY DAY ARRIVAL AND DEPARTURE**

In the event of bad weather, pick-up and drop-off will occur in the gymnasium, the youth center or other areas as directed by staff.

## THE YMCA PROPERTY | CAMPGROUNDS

Camp Eastman is on 13 wooded acres with many areas for outdoor play and adventure. Camp Eastman utilizes the woods and hiking paths adjacent to the property, as well as the YMCA Facilities: Indoor/Outdoor Pool, Rock Climbing Walls, Studios, Fitness Rooms, Classrooms, Gymnasium, Playgrounds and more. The campers go to these areas by walking.

## EASTMAN VOCABULARY

### GROUP

A group of campers of the same age and gender. Many activities happen in groups, but many combine groups.

### PEBBLES (4 to 6 years)

#### CHIPMUNKS

Coed group of 4 and 5 year olds

#### COTTONTAILS

6 year old boy; 6 year old girls

### STONES (7 to 9 years)

#### OTTERS

7 year old boys; 7 year old girls

#### BOBCATS

8 year old boys; 8 year old girls

#### FOXES

9 year old boys; 9 year old girls

### BOULDERS (10 to 13 years)

#### COYOTES

10-11 year old boys; 10-11 year old girls

#### BRUINS

12-13 year old boys; 12-13 year old girls.

This group is the most senior of campers, and will earn privileges not available to other campers.

### TEEN LEADERS

Leadership and service learning program for those going into Grades 8, 9, or 10.

### OPENING ASSEMBLY

A spirited meeting in the Counsel Ring to discuss the day ahead!

### CLOSING

We recap each day with a good word, announcements and present the Eastman awards of the day.

### EASTMAN OF THE DAY

Campers nominated at the end of the day for something positive they were caught doing in the day exhibiting honesty, respect, caring and responsibility.

### PLAYFIELD

Open area of land we use for outdoor games, soccer, volleyball and more!

### BASECAMP

Each group has a spot to call home, furnished with a picnic table, recycle bag, and place to keep their things. Important group events, lunch, snack and fun happen here!

### CAMPSITES

Each group will have its own area hidden in the woods to create a unique fort style space.

### YOUTH CENTER

The Childcare Wing of the Y with classrooms, fitness equipment, video games, kitchen, lockers, and more.

### THE BURROW

Indoor Room in the Youth Center for the Chipmunks homebase.

### CHANGING ROOMS

Located between the playfield and the pool, this is where campers get ready to go swimming every day.

### LOW ROPES COURSE

Cooperative team building activities located throughout (Moby Deck, Mohawk Walk, Fidget Ladder), in the gym (Multi-Swing, Fidget ladder and Wildside set)

### HIGH ROPES

Indoor Rock Climbing Wall in the Y Lobby.

### ADVENTURE & NATURE

Challenges or Nature Hikes Around Camp

### THE HUT

Small open air pavilion located by the field to be used for group meetings, hanging out and getting shade.

### THE COUNSEL RING

This is where the camp magic happens.

## FREQUENTLY ASKED QUESTIONS

- **WHEN DOES MY CHILD GET HIS/HER CAMP TEE SHIRT AND WHAT ARE THE SIZES?**

- We distribute camp shirts, at camp, prior to that week's adventure day. The shirts are preshrunk cotton and are unisex sizing (Youth SM, MED, LG, and Adult SM, MED, LG, XL)

- **WHERE IS THE LOST AND FOUND?**

- No matter how many reminders, campers lose things! We stress responsibility each day. It is the nature of the camp schedule for campers to retrace their steps each day, so lost items are usually found the next day with reminders. Otherwise, Lost & Found will be located at the pick-up location for your group.

- **CAN MY CHILD STAY BACK IN CAMP IF THERE IS A FIELD TRIP?**

- Out of Camp Field Trips are optional at Camp Eastman, but those staying back will have the option to participate with the youngest campers in-camp adventures.

- **HOW DO YOU CHOOSE WHAT FIELD TRIPS THE CAMPERS GO ON?**

- Trips are chosen based on the safety of the location (supervision considerations, bathrooms, and the facility), the age appropriateness of the activities, if they are in-line with the YMCA's focus area of Healthy Living, the proximity to camp (short drive time) and of course what our campers through the years have let us know what is fun for them.

- **WHY DO THE YOUNGEST CAMPERS HAVE MOSTLY IN-CAMP ADVENTURE DAYS?**

- We have learned from experience that the youngest campers get more out of in-camp adventures and having the whole camp to themselves. We are able to provide many more age appropriate activities in-camp than out of camp. Mostly parents breathe sigh of relief knowing their young campers are right where they dropped them off.

- **IS THERE CAMP WHEN IT IS RAINING?**

- Yes, camp is in session on rainy days. We try our best to keep the campers dry for most of the day. As long as it is determined to be safe, campers may be allowed to play and swim in light rain. In the event of thunder or lightening, the camp will immediately shift to a schedule that ensures shelter for all campers.

- **CAN I PAY ONLINE?**

- Yes, you can. In order to make an online payment you will need to check with the Camp registrar for your password and username if you do not know it yet. Login to your online account and click on the outstanding balance section.

- **WHY DO I HAVE TO SIGN A WAIVER OF INJURY?**

- It is required by our insurance company to participate in YMCA activities and is common practice for organizations that specialize in active programs with inherent risks.

- **I DO NOT WANT TO SEND MY CHILD FOR ALL 5 DAYS. CAN I SEND THEM FOR FEWER DAYS?**

- You can send your child for fewer days but you still need to pay for the entire week as we only offer a 5 day schedule. We do not prorate camp fees.

- **DO I NEED TO SUBMIT AN IMMUNIZATION RECORD IF ENROLLED IN A YMCA AFTER SCHOOL PROGRAM?**
  - Yes. We do not have your child's immunization records on file at the YMCA. After School only requires that it is on file with your school.
- **CAN I BRING MY CHILD'S HEALTH FORM ON THE FIRST DAY OF CAMP?**
  - No! Physical, immunization and health history forms **MUST** be submitted at least 2 weeks prior to the start of camp. **NO** child is allowed at camp without these forms on record!
- **DO I NEED TO HAVE A PHOTO ID TO PICK UP MY OWN CHILD?**
  - Yes, there may be someone releasing your child who has never met you, and doesn't know the camper is yours! For the safety of all campers we require a photo ID along with your pick-up pass.
- **DO I NEED TO CALL IF MY CHILD IS GOING TO BE ABSENT OR LATE?**
  - Yes, or you can email [cameastman@metronorthymca.org](mailto:cameastman@metronorthymca.org)! We need to know if your child is to be expected at camp and at what time. This is a requirement of the Board of Health and also is important for planning activities and field trips.
- **CAN I GET A SCHEDULE OF WHERE MY CHILD IS DURING THE DAY?**
  - For the safety of all children, we do not give out schedules of where our campers are located. If you come to camp to pick up your child, he/she will be brought to you.
- **WHAT GROUP IS MY CHILD IN? CAN THEY BE IN A DIFFERENT AGE GROUP TO BE WITH A FRIEND?**
  - Groups are based on age and gender. Please refer to the Eastman vocabulary section in the handbook. We cannot reveal the names of other campers that will be in his/her group. We will sometimes consider moving a camper to another group if we feel the camper will be more successful in another group, or the age of the camper is atypical of kids in his/her peer group/classmates; however we will still require that the camper first try the assigned group.
- **WHAT IS MY CAMPER'S "CAMP AGE"?**
  - Camp age is determined by your child's age as of the day prior to camp opening. Your child's camp age stays the same all summer even if they have a birthday during the summer. This is a Department of Public Health regulation and is important in regards to ratios.





